



**WELCOME TO
NACAC ROCHESTER**

event decorating & trade shows • exhibit displays & graphics • freight transportation & rentals

Great Lakes Events has been chosen as the official Decorator and Service Contractor for the NACAC Rochester to be held March 17 – 18, 2024 at the Rochester Riverside Convention Center in Rochester, New York. In this packet we have enclosed our forms regarding services and equipment that you may require for your booth. We have also included additional forms offered by different companies for services that Great Lakes Events does not provide. Please submit the additional vendor orders to the contact information provided on each form.

THE FOLLOWING EQUIPMENT IS INCLUDED WITH YOUR BOOTH

- 8' HIGH BLUE/WHITE BACKDRAPE
- 3' HIGH BLUE SIDERAIL
- 1 – 6' SKIRTED TABLE
- 2 – FOLDING CHAIRS
- 1 – WASTEBASKET
- 1 – 7" X 44" BOOTH ID SIGN

MOVE – IN DATES & TIMES

SATURDAY	MARCH 16, 2024	3:00 P. M.- 5:00 P. M.
SUNDAY	MARCH 17, 2024	11:00 A.M. – 12:30 P.M.

SHOW DATES & TIMES

SUNDAY	MARCH 17, 2024	1:00 P.M. – 3:00 P.M.
MONDAY	MARCH 18, 2024	9:00 A.M. – 11:30 A.M.

MOVE – OUT DATES & TIMES

MONDAY	MARCH 18, 2024	11:30 A.M. – 1:30 P.M.
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****ALL CARRIERS MUST CHECK IN BY 12:30 P.M. ON MARCH 18, 2024****

The entire hall must be cleared by 1:30 P.M. on March 18, 2024. To assure this, please notify your carrier to check in at the Rochester Riverside Convention Center by 12:30 P.M. on March 18, 2024 to guarantee pick – up. If your carrier has not checked in by 12:30 P.M your materials will be rerouted onto Great Lakes Transportation. To avoid this please make the necessary arrangements.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT EXHIBITOR SERVICES

Phone: 585-458-2200
Fax: 585-458-5087
Email to: csr@greatlakesevents.com

SHOW INFORMATION

Great Lakes Events LLC
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com

NACAC Rochester
March 17 – 18, 2024
Rochester Riverside Convention Center
Rochester, New York

Great Lakes Events would like to make your ordering process a simple one. Complete all of the necessary forms for the services your company will require.

Be sure to make note of the **ADVANCE ORDER DEADLINE DATE MARCH 4, 2024** located at the top of each form. To qualify for advanced pricing, order forms and payment must be returned to Great Lakes Events by the specified date. **NO EXCEPTIONS WILL BE MADE.**

Please use the following guidelines when placing your order:

- ◆ Complete all necessary Great Lakes Events forms and calculate the cost of each order. Record the cost at the bottom of each form.
- ◆ Complete the Method of Payment form and submit with all orders. Payment can be made in the form of cash, check, credit card or third-party payment. Purchase orders are not a form of payment.
- ◆ Complete the Order Forms Recap sheet. Be sure to include the applicable sales tax.
- ◆ **Cancellations:** There are **NO** refunds for items that have already been delivered to your booth. All cancellations for booth furnishings must be made at least 2 days prior to exhibitor move-in. For labor cancellations there is a one hour, one person charge applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to both Exhibitor and Great Lakes Events supervision.
- ◆ Mail, fax or email your order forms to csr@greatlakesevents.com. Be sure to photocopy a set for your files...
- ◆ If your order is **tax exempt**, please forward a copy of your tax-exempt certificate with your order. Your exemption **MUST** be issued in the state the show takes place in.
- ◆ All material and equipment remain the sole property of Great Lakes Events and are considered on a rental basis for the duration of the show. Pricing includes delivery, installation, and removal from your booth.
- ◆ If a color selection is not made on rental materials prior to the show, Great Lakes Events reserves the right to provide you with show colors.
- ◆ Great Lakes Events is not responsible for injuries or falls caused by the improper use of furniture. If assistance is required assembling your booth, please complete the Installation & Dismantle Order Form.

Great Lakes Events
810 Emerson Street
Rochester, NY 14613
csr@greatlakesevents.com
Fax: 585-458-5087

**FOR ADDITIONAL ONSITE ORDERS VISIT US AT THE
GREAT LAKES EVENTS SERVICE DESK**

PRE-SHOW ORDER

*Great Lakes Events LLC
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com*

*NACAC Rochester
March 17 – 18, 2024
Rochester Riverside Convention Center
Rochester, New York*

NACAC has selected Great Lakes Events LLC as the Exclusive Service Contractor. If your company plans to use a firm who is not the Exclusive Contractor, i.e., Great Lakes Events LLC, please complete this form and mail to the address listed below.

EXHIBITING COMPANY INFORMATION

EXHIBITING CO. NAME: _____ BOOTH #: _____

SHOW SITE CONTACT: _____

SERVICE CONTRACTOR INFORMATION

SERVICE CONTRACTOR: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ FAX #: _____

TYPE OF SERVICE TO BE PERFORMED: _____

EXHIBITOR'S RESPONSIBILITIES

- ◆ *It is your responsibility to inform your Service Contractor that they are required to send a copy of their General Liability Insurance Certificate no later than **30 days** prior to show date. If the Contractor fails to do so, they will not be permitted to service your exhibit.*
- ◆ *It is the responsibility of the exhibitor to see that each representative of the Service Contractor abides by the official rules and regulations of this event.*
- ◆ *This form must be returned to Great Lakes Events LLC no later than **MARCH 4, 2024**.*

RETURN TO:
Great Lakes Events LLC
810 Emerson Street
Rochester, NY 14613
csr@greatlakeevents.com

EXHIBITOR APPOINTED CONTRACTOR

Great Lakes Events LLC
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com

NACAC Rochester
March 17 – 18, 2024
Rochester Riverside Convention Center
Rochester, New York

ADVANCE PRICE DEADLINE

MARCH 4, 2024

COMPANY NAME: _____ BOOTH #: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
CONTACT: _____ PHONE #: _____
E-MAIL: _____ FAX #: _____

CREDIT CARD: A Credit Card is required to be on file if you will be using any services provided by GREAT LAKES EVENTS or GREAT LAKES TRANSPORTATION. This Credit Card can be used as payment for all services if you include the cardholder's authorization signature. If you fail to provide payment on your invoice at the close of the show, GREAT LAKES EVENTS reserves the right to charge the remaining balances to this credit card. Please be sure to arrange for complete payment by the close of the show.

_____ AMEX _____ MASTERCARD _____ VISA
PERSONAL CARD _____ COMPANY CARD _____

ACCOUNT #: _____ EXPIRATION: _____ CVC: _____

AUTHORIZATION SIGNATURE: _____

CARDHOLDERS NAME: _____

CARDHOLDERS BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

FORM OF PAYMENT

Please indicate your form of payment:

***FOR THIRD PARTY PLEASE USE THE FOLLOWING THIRD PARTY PAYMENT FORM**

COMPANY CHECK

CHECK NUMBER: _____

MAKE CHECKS PAYABLE TO Great Lakes Events LLC

*Checks Must Be In US Funds.

*A \$35.00 CHARGE WILL BE APPLIED FOR ALL RETURNED CHECKS.

CREDIT CARD

FILL IN ABOVE INFORMATION

PAYMENT TERMS & CONDITIONS

- ◆ **Full Payment**, including applicable sales tax is due in full with advance orders and/ or at show site for onsite orders. Purchase orders are not considered payment.
- ◆ **Unpaid balances:** Should there be any pre-approved unpaid balances after the close of the show, terms will be due upon receipt of invoice. Effective 30 days after invoice date a 2.0% finance charge will be applied. Annual rate of 24%.
- ◆ **Adjustment:** It is the exhibitor's responsibility to bring any discrepancies for services provided and/or listed on an invoice to the attention of a Great Lakes Events Exhibitor Service Representative before the close of the show. Discrepancies after the show will not be honored.

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ADVANCE PRICE DEADLINE
MARCH 4, 2024

NACAC Rochester
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THIRD PARTY TERMS

Great Lakes Events (GLE) will accept payment from third parties and present invoices at show site for payment provided the following conditions are met:

- ◆ The third party payment information completed below must be acceptable to GLE. Also, the credit card information below must be submitted to GLE as a deposit prior to the show. All invoices must be reviewed by the third party on show site. No adjustment will be made after the show closing.
- ◆ The exhibitor must name items to be billed to the third party. If there is any doubt who is to be invoiced for a service, the exhibiting company will be invoiced. The exhibiting company is ultimately responsible for the payment of all charges. In the event that the named third party does not provide payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company.
- ◆ The following form is to be completed, signed and returned by both parties by the deadline date indicated at the top of this page. Otherwise, the request will be denied. (GLE reserves the right to deny Third Party Payment terms to any party.

EXHIBITING COMPANY INFORMATION

EXHIBITNG CO. NAME: _____ BOOTH #: _____

CONTACT: _____ PHONE #: _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY CO. NAME: _____

CONTACT: _____ PHONE #: _____

EMAIL: _____ FAX #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CIRCLE ITEMS TO BE PAID BY THIRD PARTY

FURNITURE CARPET MATERIAL HANDLING LABOR TRANSPORTATION ALL

THIRD PARTY CREDIT CARD INFORMATION

___ MASTERCARD ___ VISA ___ AMEX ___ PERSONAL ___ COMPANY

ACCOUNT#: _____ EXPIRATION DATE: _____ CVC: _____

CARDHOLDERS'S NAME: _____

AUTHORIZATION SIGNATURE: _____

CARDHOLDERS'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

THIRD PARTY PAYMENT FORM & TERMS

Great Lakes Events LLC
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ADVANCE PRICE DEADLINE
MARCH 4, 2024

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ BOOTH #: _____

CONTACT: _____ PHONE #: _____

RECAP OF SERVICES ORDERED
Payment is due upon ordering

Taxable Items:

Furniture & Skirting

Order Totals:

\$ _____

Additional Items

\$ _____

Carpet

\$ _____

Installation Labor & Equipment

\$ _____

Dismantle Equipment Only

\$ _____

Taxable Subtotal: \$ _____

8 % NY State Sales Tax: \$ _____

- ◆ If your order is **tax exempt**, please forward a copy of your tax-exempt certificate with your order for the state in which services will be used.

Taxable Total: \$ _____

Non-Taxable Items:

Order Totals:

Dismantle Labor Only

\$ _____

Material Handling

\$ _____

Non-Taxable Total: \$ _____

Grand Total: _____

ORDER FORM RECAP

Great Lakes Events LLC
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ADVANCE PRICE DEADLINE

MARCH 4, 2024

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM
BOOTH #: _____

COMPANY: _____ **PHONE #:** _____

CONTACT: _____

SKIRTED DISPLAY TABLES 30" HIGH BY 24" WIDE

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE		AFTER DEADLINE		TOTAL
_____	4' Skirted	65.00		81.00		_____
_____	6' Skirted	80.00		100.00		_____
_____	8' Skirted	90.00		110.00		_____
_____	4 TH Side Skirted	18.00		24.00		_____

SKIRTED DISPLAY TABLES 42" HIGH BY 24" WIDE

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE		AFTER DEADLINE		TOTAL
_____	4' Skirted	85.00		105.00		_____
_____	6' Skirted	95.00		115.00		_____
_____	8' Skirted	105.00		125.00		_____
_____	4 TH Side Skirted	23.00		30.00		_____

CHAIRS

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Folding Chair	11.00	14.00	_____
_____	Straight Chair	29.00	37.00	_____
_____	Armchair	39.00	51.00	_____
_____	Bar Stool w/ Back	45.00	58.00	_____

ROUND TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	36" Round w/ black spandex cover	88.00	116.00	_____
_____	42" High Cocktail w/ black spandex cover	90.00	118.00	_____

UNSKIRTED 30"HIGH TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	39.00	50.00	_____
_____	6'	44.00	55.00	_____
_____	8'	50.00	61.00	_____

UNSKIRTED 42"HIGH TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	50.00	61.00	_____
_____	6'	55.00	66.00	_____
_____	8'	61.00	72.00	_____

TABLE SKIRTS ONLY

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN			
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD			
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL	QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	30"H	33.00	39.00	_____	_____	3' H SIDE DRAPE	4.00 LF.	5.00 LF	_____
_____	42"H	39.00	44.00	_____	_____	8' H BACK DRAPE	6.00 LF.	7.00 LF	_____

SPECIAL DRAPING

Furniture & Skirting Total = \$ _____ Taxable Service
 Please enter total on Order Form Recap Sheet

FURNITURE & SKIRTING

Great Lakes Events LLC
 810 Enerson Street Rochester, NY 14613
 Phone: 585-458-2200 Fax: 585-458-5087
 Email: csr@greatlakeevents.com

ADVANCE PRICE DEADLINE

MARCH 4, 2024

NACAC Rochester
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THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

ACCESSORIES

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Wastebasket	\$ 10.00	\$ 12.00	_____
_____	Bag stand	\$ 25.00	\$ 35.00	_____
_____	Easel	\$ 25.00	\$ 35.00	_____
_____	Free Standing Literature Stand	\$ 50.00	\$ 66.00	_____
_____	Chrome Stanchion	\$ 30.00	\$ 40.00	_____
_____	Roping (8' Sections)	\$ 30.00	\$ 40.00	_____
_____	22" x 28" Sign Frame	\$ 37.00	\$ 48.00	_____

PEGBOARDS & TACKBOARDS

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4' X 8' Horizontal Pegboard	\$ 127.00	\$ 165.00	_____
_____	4' x 8' Horizontal Tackboard	\$ 127.00	\$ 165.00	_____
_____	3' x 8' Vertical Pegboard	\$ 127.00	\$ 165.00	_____
_____	3' x 8' Velcro Panels (Single Side)	\$ 193.00	\$ 250.00	_____
_____	3' x 8' Velcro Panels (Double Side)	\$ 248.00	\$ 322.00	_____

CABINETS & SHOWCASES

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Standard Locking Showcase (22"W x 62"L x 40"H)	\$ 209.00	\$ 267.00	_____
_____	Standard Lit Locking Showcase (Electric service not included)	\$ 231.00	\$ 289.00	_____
_____	Mini Locking Showcase (22"W x 40"L x 40"H)	\$ 127.00	\$ 177.00	_____
_____	Mini Lit Locking Showcase (Electric service not included)	\$ 143.00	\$ 193.00	_____

Additional Items Total = \$ _____ Taxable Service
 Please enter total on Order Forms Recap Sheet

ADDITIONAL ITEMS

Great Lakes Events LLC
 810 Emerson Street Rochester, NY 14613
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 Email: csr@greatlakeevents.com

NACAC Rochester
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 Rochester, New York

ADVANCE PRICE DEADLINE
MARCH 4, 2024

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

STANDARD BOOTH CARPET

Exact color match is not guaranteed for basic booth carpets ordered in multiple of two or more.
 The following prices include delivery, labor, carpet tape, and removal.

Your carpet order cannot be processed without a color selection.

CIRCLE COLOR CHOICE:

BLUE GRAY BLACK HUNTER GREEN RED

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	9' X 10'	110.00	132.00	_____
_____	9' X 20'	204.00	253.00	_____
_____	9' X 30'	297.00	374.00	_____
_____	9' X 40'	390.00	495.00	_____

CUT AND LAY CARPET

The following prices include: Matching dye lot, delivery, laying, cutting, taping, and removal.

CIRCLE COLOR CHOICE:

BLUE GRAY BLACK HUNTER GREEN RED

ADVANCE PRICE TOTAL AFTER DEADLINE

_____ ft. _____ ft. = sq. ft. x \$2.25 sq. ft. = _____ OR \$2.75 sq. ft. = _____

MISCELLANEOUS

ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
Carpet Padding: _____ ft. x _____ ft. = _____ sq. ft. x \$1.10 sq. ft.		OR \$1.35 sq. ft. = _____	
Plastic Covering: _____ ft. x _____ ft. = _____ sq. ft. x \$.45 sq. ft.		OR \$.55 sq. ft. = _____	

Carpet Total = \$ _____ Taxable Service
 Please enter total on Order Forms Recap Sheet

CARPET

Great Lakes Events LLC
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Phone: 585-458-2200 Fax: 585-458-5087
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COMPANY: _____ **BOOTH #:** _____
CONTACT: _____ **PHONE #:** _____

LABOR FUNCTIONS & RATES

LABOR FUNCTIONS: Install, dismantle, unskid, reskid, unpack, and repack displays as well as positioning of machinery.

LABOR RATES: One hour minimum charge per person

Straight Time: 8:00 A.M. – 4:00 P.M. Monday through Friday.....\$52.00 /hr.

Overtime: 4:00 P.M. – 12:00 A.M. Monday through Friday, 8:00 A.M. – 12:00 A.M. Saturday.....\$78.00 /hr

Double Time: 12:00 A.M. – 8:00 A.M. Monday through Saturday, and all hours on Sunday..... \$104.00 /hr

FORKLIFT: One hour minimum plus 1 laborer (see rate above) 5,000 lb.....\$52.00 /hr

Banding Service Available @ \$35.00 per skid **Shrink Wrap Service Available @ \$25.00 per skid**

For labor cancellations there is a one hour, one person charge applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to Exhibitor and Great Lakes Events supervision.

INSTALLATION & DISMANTLE WITH GREAT LAKES SUPERVISION

Exhibits are installed prior to Exhibitor's arrival and dismantle after Exhibitor's departure under the direction of Great Lakes Event's I & D Supervisor. When requesting this service, send set-up instructions and packing list.

Please calculate the hourly rate plus 30% Supervision Charge/Minimum \$30.00.

NUMBER OF MEN	HOURS (APPROX.)	TOTAL HOURS	RATE	TOTAL	30% supervision (Minimum \$30.00)	TOTAL COST
INSTALL: _____	x _____	= _____	x _____	= _____	x _____	= _____

EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ =TOTAL: _____

DATE: _____ TIME: _____ WORK TO BE DONE: _____

DISMANTLE: _____ x _____ = _____ x _____ = _____ x _____ = _____

EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ =TOTAL: _____

DATE: _____ TIME: _____ WORK TO BE DONE: _____

SUPERVISION FORM REQUIRED

INSTALLATION & DISMANTLE WITH EXHIBITOR SUPERVISION

Supervisor must check in at the Great Lakes Events Exhibitor Service Center to pick up laborers. When work is complete, supervisor must return to service center to release laborers. Start time in only guaranteed when labor is requested at 8:00 A.M., unless the official set up time begins later in the day.

NUMBER OF MEN	HOURS (APPROX.)	TOTAL HOURS	RATE	TOTAL
INSTALL: _____	x _____	= _____	x _____	= _____

DATE: _____ TIME: _____ WORK TO BE DONE: _____

EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ =TOTAL: _____

DISMANTLE: _____ x _____ = _____ x _____ = _____

DATE: _____ TIME: _____ WORK TO BE DONE: _____

EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ =TOTAL: _____

SET – UP INSTRUCTIONS

Are the set-up drawings attached? _____ Are the set-up drawings sent with exhibit? _____

Special Instructions: _____

BANDING: NUMBER OF SKIDS @ 35.00 ea. _____ SHRINK WRAP: NUMBER OF SKIDS @ 25.00 ea. _____

**Installation & Dismantle Total: \$ _____ Taxable Service with exception of:
Dismantle Labor is non-taxable (equipment taxable)**

INSTALLATION & DISMANTLE LABOR

Great Lakes Events LLC
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

NACAC Rochester
March 17 – 18, 2024
Rochester Riverside Convention Center
Rochester, New York

This form must be completed if using any labor services supervised by Great Lakes Events

COMPANY: _____ BOOTH #: _____

CONTACT: _____ FAX #: _____

PHONE #: _____ WEEKEND/AFTER HOURS PHONE #: _____

INBOUND SHIPPING INFORMATION

Shipment 1:
Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

Shipment 2:
Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

Shipment 3:
Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

UTILITY INFORMATION

Did you order electrical service? _____ Should electrical lines lie under carpet? _____
Please send electrical order forms and drawings directly to the official electrical contractor.
Did you order telephone service? _____
Please send telephone order forms and drawings directly to the official telephone contractor.

OUTBOUND SHIPPING INFORMATION

Consigned to: _____
Attention: _____
Address: _____
City: _____ State: _____ Zip: _____
Method of shipping: Air Freight Next Day 2nd Day Deferred
 Motor Freight Van Line Other
Number of pieces: _____ Weight: _____
Carrier: _____

Great Lakes Transportation invites you to check our service and rates for outbound shipping.

SHIPMENT / LABOR SUPERVISION

Great Lakes Events LLC
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

NACAC Rochester
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To insure that Great Lakes Events accepts and delivers your freight please adhere to the Advance or Direct shipping instructions provided in this Exhibitor Manual.

COMPANY: _____ BOOTH #: _____
CONTACT: _____ PHONE #: _____

MATERIAL HANDLING RATES

For complete information, descriptions and rates, please refer to the Advance or Direct Shipment forms. Please be aware of the Exhibitor move in and move out times and make note of any additional charges that may be applied for overtime.

SHIPPING ARRANGEMENTS

How to calculate your order:
When recording your weight, round up to the next 100 lbs.
Example: We will ship 265 lbs. (round up to 300 lbs.)
300 lbs. x RATE per cwt. = \$ Dollars

*****FREIGHT WILL NOT BE ACCEPTED WITHOUT PRIOR PAYMENT**

ADVANCE SHIPMENTS:

We will ship _____ lbs. @ \$90.00 per cwt. (100 lbs.)=\$_____ (minimum of \$180.00)

Our freight will arrive after **MARCH 4, 2024:** _____ lbs @ \$30.00 per cwt =\$_____ (min charge of \$60.00 per shipment plus advanced rate)

DIRECT SHIPMENTS:

We will ship _____ lbs. @ \$90.00 per cwt. (100 lbs.)=\$_____ (minimum of \$180.00)

FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING FOR CARRIER PICK UP:

Reminder you must schedule your carrier to pick up your freight at the warehouse between 8:00 AM and 4:00 PM
_____ lbs. @ \$50.00 per cwt. (100 lbs.)=\$_____ (minimum of \$100.00)

**ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.
ALL MATERIAL HANDLING CHARGES MUST BE PREPAID**

We understand your calculation may only be an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Exhibitor Services Department

Material Handling Total = \$ _____ Non-Taxable Service
Please enter total on Order Forms Recap Sheet

MATERIAL HANDLING ORDERS

Great Lakes Events LLC
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

NACAC Rochester
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ADVANCE WAREHOUSE MATERIAL HANDLING SERVICES

RATES INCLUDE THE FOLLOWING:

- ◆ Unloading of crated material (uncrated materials will not be accepted at the warehouse)
- ◆ Storage at warehouse for up to 30 days
- ◆ Delivery to your booth at show site
- ◆ Storage and return of empty containers
- ◆ Reloading of material on to your carrier at the close of the show

ADVANCE WAREHOUSE SHIPPING INSTRUCTIONS

- ◆ All shipments must arrive to the advance warehouse by **MARCH 4, 2024**. If your shipment arrives after this date you will be charged an additional late fee (rate listed below). **There are no exceptions to this fee!**
- ◆ The absolute latest date for shipments to arrive to the advance warehouse is **MARCH 14, 2024** with late fee applied. Any shipments sent to the advance warehouse after **MARCH 14, 2024** will be refused!
- ◆ Delivery hours at advance warehouse are 8am – 4pm M-F. No shipments will be accepted on weekends or holidays.
- ◆ **Mandatory Documentation:** Shipment received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS and Fed-Ex, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. Great Lakes Events will assume no liability for such shipments.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, "riders" to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at booth for reloading at the close of the show. Please take all necessary precautions.

ADVANCE WAREHOUSE SHIPPING INFORMATION

LABEL EACH CRATE OR PACKAGE AS FOLLOWS:

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)
FOR: NACAC ROCHESTER
C/O GREAT LAKES EVENTS
810 EMERSON STREET
ROCHESTER, NEW YORK 14613
585-458-2200

ADVANCE WAREHOUSE RATES

ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.

ADVANCE-CRATED SHIPMENT: Arriving on or before deadline date. Each shipment is considered separately. No cumulative weights will be allowed.

Rate: \$ 90.00 per cwt. (100lbs.)
Minimum charge of 200 lbs. totaling \$180.00

ADVANCE CRATED SHIPMENTS ARRIVING AFTER DEADLINE OF MARCH 4, 2024:

Advance rate plus additional **\$30.00** per cwt. (100 lbs)

FREIGHT LOADING /UNLOADING ON OVERTIME HOURS: Advance rate plus additional **\$35.00** per cwt.

Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday, Holidays

FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING: **\$50.00** per cwt. (minimum \$100.00)

****FREIGHT ARRIVING AT THE WAREHOUSE AFTER THE SHOW OPENS WILL BE REFUSED!**

Place order on Material Handling Order Form

ADVANCE SHIPMENTS

Great Lakes Events LLC
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com

NACAC Rochester
March 17 – 18, 2024
Rochester Riverside Convention Center
Rochester, New York

PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO THE ADVANCE WAREHOUSE
***Shipments will be refused if payment information is not sent in prior to arrival!**

Deliveries must arrive on or before MARCH 4, 2024 to avoid surcharges.

TO:

BOOTH:

FOR:

**NACAC ROCHESTER
GREAT LAKES EVENTS
810 EMERSON STREET
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE
MARCH 4, 2024
(To avoid late fees)**

TO:

BOOTH:

FOR:

**NACAC ROCHESTER
GREAT LAKES EVENTS
810 EMERSON STREET
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE
MARCH 4, 2024
(To avoid late fees)**

TO:

BOOTH:

FOR:

**NACAC ROCHESTER
GREAT LAKES EVENTS
810 EMERSON STREET
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE
MARCH 4, 2024
(To avoid late fees)**

TO:

BOOTH:

FOR:

**NACAC ROCHESTER
GREAT LAKES EVENTS
810 EMERSON STREET
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE
MARCH 4, 2024
(To avoid late fees)**

ADVANCE SHIPPING LABELS

Great Lakes Events LLC
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

NACAC Rochester
March 17 – 18, 2024
Rochester Riverside Convention Center
Rochester, New York

DIRECT MATERIAL HANDLING SERVICES

RATES INCLUDE THE FOLLOWING:

- ◆ Unloading of material at convention facility and delivery to your booth
- ◆ Storage and return of empty containers at the close of the show. Due to Fire Marshall Regulations, empties may be stored outdoors.
- ◆ Reloading of material on to your carrier at the close of the show

DIRECT SHIPPING INSTRUCTIONS

- ◆ Shipments will only be received during the move in period, **MARCH 17, 2024**. As an exhibitor it is your responsibility to instruct your carrier of the proper date for direct deliveries to the convention facility. Any shipments arriving prior to the first day of move in will be refused and returned to the local trucking terminal.
- ◆ **Mandatory Documentation:** Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS, DHL and FedEx, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. Great Lakes Events will assume no liability for such shipments. Weight tickets or bills of lading indicating weight must accompany all freight. Failure to have proper weight certification will delay unloading. Great Lakes Events reserves the right to estimate the weight of a shipment if no certification is presented upon the time of delivery. Invoicing will be based upon this estimate. The appropriate paperwork must be presented to GLE before the close of the show or the estimate will serve as the billing weight. The driver's signature on the show site receiving reports will verify the total piece count and weight.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, "riders" to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at each booth for reloading at the close of the show. Please take all necessary precautions.

DIRECT SHIPPING INFORMATION

LABEL EACH CRATE OR PACKAGE AS FOLLOWS:

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)
FOR: NACAC ROCHESTER
GREAT LAKES EVENTS
C/O ROCHESTER RIVERSIDE CONVENTION CENTER
123 EAST MAIN STREET
ROCHESTER, NY 14604
PHONE: 585-232-7200

DIRECT SHIPPING RATES

ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.

DIRECT SHIPMENTS: Shipments that can be unloaded. Each shipment is considered separately.
No cumulative weights will be allowed.

Rate: \$90.00 per cwt. (100 lbs.) see below for Overtime
Minimum charge of 200 lbs. totaling \$180.00

FREIGHT LOADING /UNLOADING ON OVERTIME HOURS: Direct rate plus additional \$35.00 per cwt.
Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday and Holidays.

FREIGHT THAT ARRIVES AFTER THE SHOW OPENS: Direct rate plus additional \$ 25.00 per cwt.

FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING: \$50.00 per cwt. (minimum of \$100.00)

Place order on Material Handling Order Form

DIRECT SHIPMENTS

Great Lakes Events LLC
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

NACAC Rochester
March 17 – 18, 2024
Rochester Riverside Convention Center
Rochester, New York

**PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO
ROCHESTER RIVERSIDE CONVENTION CENTER**

***Please complete the Method of Payment Form prior to the show as freight WILL NOT be released
if payment information has not been completed!**

DIRECT SHIPPING LABELS

TO:

BOOTH:

FOR:

**NACAC ROCHESTER
GREAT LAKES EVENTS
C/O ROCHESTER RIVERSIDE
CONVENTION CENTER
123 EAST MAIN STREET
ROCHESTER, NY 14604**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN
MARCH 17, 2024**

TO:

BOOTH:

FOR:

**NACAC ROCHESTER
GREAT LAKES EVENTS
C/O ROCHESTER RIVERSIDE
CONVENTION CENTER
123 EAST MAIN STREET
ROCHESTER, NY 14604**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN
MARCH 17, 2024**

TO:

BOOTH:

FOR:

**NACAC ROCHESTER
GREAT LAKES EVENTS
C/O ROCHESTER RIVERSIDE
CONVENTION CENTER
123 EAST MAIN STREET
ROCHESTER, NY 14604**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN
MARCH 17, 2024**

TO:

BOOTH:

FOR:

**NACAC ROCHESTER
GREAT LAKES EVENTS
C/O ROCHESTER RIVERSIDE
CONVENTION CENTER
123 EAST MAIN STREET
ROCHESTER, NY 14604**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN
MARCH 17, 2024**

Great Lakes Events LLC
 810 Emerson Street Rochester, NY 14613
 Phone: 585-458-2200 Fax: 585-458-5087
 Email: csr@greatlakeevents.com

NACAC Rochester
 March 17 – 18, 2024
 Rochester Riverside Convention Center
 Rochester, New York

**THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM**

COMPANY: _____ **BOOTH #:** _____
CONTACT: _____ **PHONE #:** _____
EMAIL: _____

GREAT LAKES TRANSPORTATION GUIDELINES

- ◆ Please complete this form only if shipping exhibit material with Great Lakes Transportation
- ◆ Credit card information must be on file prior to freight pick-up.
- ◆ Clearly label all shipments with the destination address. At show site you must complete an outbound Bill of Lading before leaving the facility. Complimentary shipping labels and Bill of Lading are available at the Great Lakes Events Exhibitor Service Desk.
- ◆ Any organization using Great Lakes Transportation must have the proper insurance coverage for shipping.

INSURANCE COVERAGE: _____

**FOR SHIPMENTS OVER 200 POUNDS GREAT LAKES TRANSPORTATION IS AVAILABLE FOR
 SHIPPING INBOUND TO ADVANCE WAREHOUSE OR SHOW SITE**

PICK UP INFORMATION:

Pickup Date: _____ Pickup Times: _____
 Shipper Name: _____
 Shipper Address: _____
 City: _____ State: _____ Zip: _____

****SHIPMENTS MUST BE AT LEAST 200 LBS FOR GREAT LAKES TRANSPORTATION PICKUP****

Inbound Destination: _____ Advance Warehouse _____ Showsite Facility

Service Type: Circle Type

Standard Ground Speedy Ground Next Day Second Day
 3-5 Business Days 2-3 Business Days Next Business Day 2nd Business Day

Description of Shipment: Piece Count and Weight Required

_____ Crates _____ Cartons _____ Fiber Cases _____ Pallet/Skid _____ Other

Total Pieces: _____ Total Weight: _____ Does Pickup Location have a loading dock? YES NO
 *if NO additional charges may apply
 Is an "Inside Pickup" required (typical for Suite offices w/o loading docks)? YES NO

OUTBOUND AFTER SHOW CLOSING

Be sure to come to the Great Lakes Events Service Center to pick up your Bill of Lading

Consigned to (Company Name): _____

Attention: _____

Address: _____

City: _____ State: _____ Zip: _____

Service Type: Circle Type

Standard Ground Speedy Ground Next Day Second Day
 3-5 Business Days 2-3 Business Days Next Business Day 2nd Business Day

Description of Shipment: Piece Count and Weight Required

_____ Crates _____ Cartons _____ Fiber Cases _____ Pallet/Skid _____ Other

Total Pieces: _____ Total Weight: _____ Does Delivery Location have a loading dock? YES NO
 *if NO additional charges may apply
 Is an "Inside Delivery" required (typical for Suite offices w/o loading docks)? YES NO

GREAT LAKES TRANSPORTATION

Great Lakes Events LLC
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com

Limits of Liability

The consignment or delivery of shipments to Great Lakes Events by an exhibitor, or by any shipper to/or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth below

INSURANCE

Great Lakes Events is not an insurer, the exhibitor should obtain insurance. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the closing of the show. Please indicate in the space below what your Exhibition Booth Insurance plans are for this event:

**MANDATORY INSURANCE NOTIFICATION
PLEASE RETURN TO GREAT LAKES EVENTS**

COMPANY: _____ **CONTACT:** _____ **BOOTH #:** _____
SHOW NAME: NACAC ROCHESTER
WE HAVE CHOSEN THE FOLLOWING AS OUR INSURANCE COVERAGE (CHOOSE ONE)
SELF – INSURED (INCLUDE COMPANY NAME): _____
OTHER (INCLUDE COMPANY NAME): _____

1. Great Lakes Events and its subcontractors shall not be responsible for damage or loss resulting from any act of the exhibitor or any shipper, including, but not limited to, improper packing or loading of materials, neglect to describe materials sufficiently, and neglect to mark materials properly.
2. Great Lakes Events and its subcontractors shall not be responsible for damage to/or loss of uncrated materials, or damage concealed from Great Lakes Events.
3. There may be a period of time between the delivery of the materials to the exhibitor's booth by Great Lakes Events and the arrival at the booth of a representative during which the materials will be left unattended. Great Lakes Events and its subcontractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials during this period or at any time following delivery to exhibitor's booth.
4. Likewise, there may be a period of time between the packing of materials and pick-up by Great Lakes Events during which the materials will be left unattended. Great Lakes Events and its subcontractors shall not be responsible for loss, theft, damage or disappearance of materials during this period or at any time prior to reloading after the show. Bills of lading covering outgoing shipments, which are furnished by Great Lakes Events to exhibitors, will be checked at time of actual pick-up from the booth and corrections will be made where discrepancies occur.
5. Empty labels will be available at the Great Lakes Events Service Center. It is the responsibility of the exhibitor or his representative to affix these labels to each empty container. All previous labels should be removed or obliterated. Great Lakes Events assumes no responsibility for the following: Not following procedures above, removal of empties with old labels and without Great Lakes Events labels, improper information on empty labels, the security of empties while in storage, the condition of empties upon return, materials stored in containers with empty labels, or damage to containers stored outside due to inclement weather.
6. Great Lakes Events and exhibitors subcontractors shall not be responsible for damage caused by inclement weather to storage crates that are stored outside.
7. Claims for loss or damage, while on premises, must be reported immediately to Great Lakes Events. An incident report must be completed and submitted to your insurance company or Great Lakes Events within 24 hours. No claim or dispute will be accepted any later than 30 days after such claim or dispute arises. No suit or action shall be brought against Great Lakes Events or its subcontractors more than one year after the accrual of the cause of action.
8. Great Lakes Events and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit those materials. The liability of Great Lakes Events and its subcontractors shall be limited to their negligence in the actual physical handling of the materials in its shipments. If the exhibitor and/or representative is supervising the handling and/or spotting of exhibit, machinery or display, the exhibitor and/or representative will assume responsibility.
9. In the event that Great Lakes Events or its subcontractors are liable for negligence, any recovery against Great Lakes Events shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event, the maximum liability of Great Lakes Events or its subcontractors shall be limited to \$.30 per pound

LIMITS OF LIABILITY

per article with a maximum liability of \$50.00 per item, or \$1000.00 per shipment, whichever is less, unless the exhibitor or other shipper discloses or declares that the goods have a greater value.

Continued...

10. *Great Lakes Events and its subcontractors shall not be liable for damage to or loss of materials of unusual or special value unless their true character and value is stated at the time of the shipment.*
11. *The provisions limiting the liability of Great Lakes Events and its subcontractors shall be fully severable, and if any such provision shall be unenforceable under the laws of any jurisdiction, that provision shall be considered deleted, without affecting any other provision of this section, and in its place shall be submitted a provision as alike as possible in tenor and effect as shall be enforceable.*
12. *Great Lakes Events and its subcontractors shall not be responsible for any loss, damage, or delay due to thievery, defective equipment, breakage, leakage, dangers of the sea or lake, weather, fire, Acts of God, acts of a public enemy, acts or mandates of a public authority, the inherent nature or propensities of any material to be handled, strikes, lockout or work stoppages of any kind, delay caused in transportation or delivery other than delay caused by the negligence of Great Lakes Events or its subcontractors, or to any other cause beyond the control of Great Lakes Events or its subcontractors.*
13. *In the event that the carrier, designated by the EXHIBITOR, does not pick up materials within the allotted time, Great Lakes Events will have the authority to reroute the exhibitor's materials onto the house carrier. Great Lakes Events will not be responsible for any loss from such rerouting and/or handling. Great Lakes Events will not be held liable for any failure to provide these terms and conditions to the exhibitor and/or representative.*
14. *If a dispute between Great Lakes Events and the exhibitor occurs, and is relative to a loss, damage, or claim, the exhibitor shall not withhold any payment for any services provided by Great Lakes Events. All claims against Great Lakes Events will be considered a separate instance, and shall be resolved on its own.*
15. *If Great Lakes Events is found liable for any loss or damage, the maximum liability to an exhibitor's materials is limited to repairing or replacing, with relative likeness and quality. The dollar amount will be limited to the amount paid by the exhibitor to Great Lakes Events for material handling services.*
16. *Great Lakes Events and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.*
17. *Great Lakes Events and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by Great Lakes Events or its subcontractors except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by Great Lakes Events.*
18. *Great Lakes Events and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the exhibitor's materials.*
19. *Claims for loss, injury or damage which are not submitted to Great Lakes Events within thirty (30) days of the close of the show on which loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Great Lakes Events or its subcontractors more than one year after the accrual of the cause of action therefore.*
20. *Great Lakes Events and its subcontractors shall not be responsible for improper packing of exhibitor material and its products or incorrect labeling if working under the supervision of the exhibitor.*
21. *Great Lakes Events and its subcontractors shall not be responsible for improperly packed or concealed damages to exhibits.*
22. *The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in numbers 16 through 21 above.*



JOSEPH A. FLOREANO
 ROCHESTER RIVERSIDE CONVENTION CENTER
 123 East Main Street, Rochester, NY 14604
 (585) 232-7200 FAX (585) 232-1510
 Email: sbuhan@rrcc.com
 www.rrcc.com

**Utilities
 Connection**



Federal I.D. 16-1248856

***Advanced order deadline is
 15 days prior to first move-in day.**

Name of Event:		Date(s) of Event		
Contact:		From:	To:	
Booth Number:	Service Requested		To:	
Exhibit Name:	Phone Number:			
Mailing Address:				
City, State Zip:		E-Mail Address:		
Power Outlets				
120 Volts	Qty.	*Adv. Order	On-site Order	Total
20 Amps - Less than 2000 Watts		\$130.00	\$160.00	
30 Amps - Less than 3000 Watts		\$235.00	\$295.00	
208 Volts - single or three phase	Qty.	*Adv. Order	On-site Order	Total
Up to 20 Amps		\$125.00	\$175.00	
Up to 30 Amps		\$180.00	\$235.00	
Up to 60 Amps		\$235.00	\$285.00	
Up to 100 Amps		\$365.00	\$560.00	
277/480 Volts - three phase	Qty.	*Adv. Order	On-site Order	Total
Up to 60 Amps		\$515.00	\$685.00	
Up to 100 Amps		\$690.00	\$850.00	
Other Services				
	Qty.	*Adv. Order	On-site Order	Total
Water and Drainage (3/4 inch floor drain)		\$185.00	\$285.00	
Compressed Air Service (for first connection)		\$230.00	\$285.00	
Compressed Air Service (for each additional connection)		\$120.00	\$175.00	
			Subtotal:	
			8% Sales Tax:	
			Grand Total:	
Note:				
1. For special requirements not listed above, call 585-232-7200				
2. Each 208 or 277/480 volt connection can only be connected to one piece of equipment .				
3. The Floreano Convention Center does not furnish extra extension cords or power strips .				
4. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. All wiring and other electrical installations, motors, etc. must meet code. All outlets will be installed on the floor at the back wall of the booth.				
5. Connections from outlets to equipment shall be time and material . All motors over 1 H.P. shall have a magnetic starter and manual disconnect switch (wired) furnished by exhibitor. All rates subject to change without notice.				
This form must be accompanied by the Method of Payment form for your order to be processed.				


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 www.rrcc.com

**Internet / Telephone
Connection**



Federal I.D. 16-1248856

***Advanced order deadline is
15 days prior to first move-in day.**

Name of Event:		Date(s) of Event From: _____ To: _____
Contact:	Booth Number: _____	Service Requested From: _____ To: _____
Exhibit Name:		Phone Number: _____
Mailing Address:		
City, State Zip:		E-Mail Address:

High Speed Wireless Internet Connection	Total Qty.	*Adv. Order	On-Site Order	Total
Includes: One (up to 10mb) connection with one IP address. If you require additional computers connected, call for pricing. Proxy servers not allowed.	1	\$75.00	\$100.00	

*Wireless LAN's, wireless cords, power supply and patch cables are the property of the Floreano Convention Center.
 *Failure to return any/all items will result in an automatic \$300.00 charge to the credit card listed on attached Method of Payment form (for each unit not returned).

Telephone Connection	Qty.	*Adv. Order	On-Site Order	Total
Single Line: Dial 9 to obtain an outside line. Option: Incoming calls to bypass Convention Center switchboard.	1	\$175.00	\$225.00	
Voicemail	1	\$25.00	\$30.00	

Note: Phone usage will be charged as follows: Local calls-\$1.00/call, long distance calls-\$0.75 access charge/call plus \$0.25/minute, international calls-\$2.50 access charge/call plus \$0.60/minute, collect and third party calls-\$1.00/call, 1-800 calls-\$1.00/call, both local and long distance information-\$1.50/call.
 *Phone calls will be billed directly to the credit card on file. Receipt and call detail will be mailed at conclusion of event.

Subtotal:	
8% Sales Tax:	
Grand Total:	

*All telephone/wireless internet equipment will be picked-up at the conclusion of the event.
 *Equipment must be provided to an authorized Convention Center employee before your departure.

Questions regarding the above services should be directed to 585-732-7200.

I have read and understand the agreement for installation and billing of my company's telephone/internet connection; I am authorized by my company to act as their agent; and in so signing, realize my company is responsible for the telephone plus all calls/wireless equipment. **All rates subject to change without notice.**

Signed: _____ Date _____

This form must be accompanied by the **Method of Payment** form for your order to be processed.


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 www.rrcc.com

**Custom
Cleaning**

Federal I.D. 16-1248856



*Advanced order deadline is
15 days prior to first move-in day.

Name of Event:		Date(s) of Event				
		From:		To:		
Contact:	Booth Number:	Service Requested				
		From:		To:		
Exhibit Name:		Phone ()				
		Number:				
Mailing Address:						
City, State Zip:			E-Mail Address:			
Carpet Cleaning		Booth Size	# Days	*Adv. Order	On-site Order	Total
Vacuuming before initial opening of exhibit and daily thereafter				\$0.30/sq. ft.	\$0.35/sq. ft.	
Exhibit Cleaning		# Hours	# Days	*Adv. Order	On-site Order	Total
Cleaning and dusting of display background and furnishings before initial opening of exhibit and daily thereafter				\$25.00/hr	\$28.00/hr	
		Min. 1 hour per day				
					Subtotal:	
					8% Sales Tax:	
					Grand Total:	

Note:

*Grand Lilac Ballroom and Highland Ballroom are permanently carpeted.
 *Show management provides cleaning of aisles nightly.

This form must be accompanied by the **Method of Payment** form for your order to be processed.



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**Audiovisual
 Equipment**

Federal I.D. 16-1248856



***Advanced order deadline is
 15 days prior to first move-in day.**

Name of Event:	Date(s) of Event:	Date(s) Required:
Booth Number:	Contact:	Phone: ()
Exhibit Name:	E-Mail Address:	
Mailing Address (inc. City, State, Zip):		

***ADVANCED ORDER DEADLINE IS 15 DAYS PRIOR TO FIRST MOVE IN DAY.**

Special Requirements: Full audiovisual services are available including all types of projection, video, sound & lighting equipment. We also maintain a full production staff and professional personnel to install, operate and service equipment. List any special requirements below.	Computer Equipment	Qty.	# Days	*Adv. Order	On-site Order	Total
	PC Laptop			150.00	175.00	
	Video Equipment	Qty.	# Days	*Adv. Order	On-site Order	Total
	40" LED Display w/ Table Stand			450.00	550.00	
	55" LED Display w Tab;e Stand			550.00	650.00	
	Breakout Room Projector			390.00	490.00	
	Small Ballroom Projector			450.00	550.00	
	Large Ballroom Projector			650.00	750.00	
	Projector Support Package (includes: screen, VGA, HDMI cable, 26" cart w/ skirt, extension cord and power strip)			100.00	125.00	
	72" Tall Floor Stand			100.00	125.00	
	Projection Equipment	Qty.	# of Days	*Adv. Order	On-site Order	Total
	Overhead Projector			45.00	55.00	
	Overhead Projector (High Intensity, 4,000 Lumen)			70.00	85.00	
	6' Tripod Screen (Other Sizes, Front & Rear Available)			60.00	70.00	
	Laser Pointer			30.00	45.00	
	26" Equipment Stand (for Overhead Projector)			10.00	15.00	
	42" Equipment Stand (for Slide/Film Projector)			15.00	20.00	
	Sound Equipment	Qty.	# of Days	*Adv. Order	On-site Order	Total
	Portable Sound System (All in One Speaker/Amplifier)			175.00	250.00	
	Microphone with Wire: <input type="checkbox"/> Hand Held <input type="checkbox"/> Lavalier			40.00	55.00	
	Microphone Wireless: <input type="checkbox"/> Hand Held <input type="checkbox"/> Lavalier			125.00	155.00	
	Miscellaneous Equipment	Qty.	# of Days	*Adv. Order	On-site Order	Total
	Flip Chart Easel (Paper Not Included)			20.00	25.00	
	Flip Chart Pad (Purchase)			15.00	15.00	

Additional Information: Prices listed are daily rental costs for actual show dates only, based on delivery during the exhibitor move-in hours. On-site equipment orders and prices subject to availability. Cancellation of equipment ordered must be received one week prior to delivery date to avoid a minimum one day charge. All rates subject to change if necessitated by unusual/increased labor and/or material costs.	1. Equipment Total:	
	2. Set-up/Tear down:	18.00
	3. Sub-Total (lines 1 + 2):	
	4. Service Charge (20% x line 3):	
	5. Sub-Total (lines 3 + 4):	
	6. Local Tax (8% x line 5):	
	7. Grand Total (lines 5 + 6):	

Rental Agreement: It is understood and agreed that the customer is renting the equipment above for a specific period of time and is responsible for it's safe return. Customer agrees to be billed for any damages or the loss of the equipment other than caused by normal operation.



To inquire about items not listed here, please call CMI Communications at 585-424-1900.

This form must be accompanied by the **Method of Payment** form for your order to be processed.



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Recap of Services



Federal I.D. 16-1248856

***Advanced order deadline is
 15 days prior to first move-in day.**

Name of Event:		Date(s) of Event	
		From:	To:
Ordered By:	Title:	Booth Number:	
Exhibit Name:	Phone Number:	Fax Number:	
Mailing Address:			
City, State Zip:		E-Mail Address:	
Service/Equipment Required			Total from Order Form
Utilities Connection			\$
Internet / Telephone Connection			\$
Custom Cleaning			\$
Audiovisual Equipment			\$
Grand Total (including NYS Sales Tax):			\$
<p>Note: If you make any additions or changes to your order after you have already mailed in your order forms along with this form, please complete this form again and send with your addition or change.</p>			


JOSEPH A. FLOREANO
ROCHESTER RIVERSIDE CONVENTION CENTER
 123 East Main Street Rochester, NY 14604
 (585) 232-7200 FAX (585) 232-1510
 Email: sbuhan@rrcc.com
 www.rrcc.com

Method of Payment



Federal I.D. 16-1248856

***Advanced order deadline is
15 days prior to first move-in day.**

Name of Event:		Date(s) of Event From: _____ To: _____	
Contact:	Title:	Booth Number:	
Exhibit Name:	Phone Number:	Fax Number:	
Mailing Address:			
City, State Zip:		E-Mail Address:	
Mandatory credit card information to be put on file			
<p>A credit card is required to be on file if you will be using any services provided by the Floreano Convention Center. This credit card can be used as payment for all services if you include the cardholder's signature in the "Authorized Signature" area below.</p> <p>If you fail to provide payment on your invoice at the close of the show, the Floreano Convention Center reserves the right to charge the remaining balance to this credit card.</p> <p>Please arrange for complete payment by the close of the show.</p>			
Card Number:		Expiration Date:	
3-digit security code: (on back of credit card)	Credit Card Type: (circle one)	VISA MasterCard American Express	
Print Name:	Cardholder's Signature:		
Credit Card Billing Address:			
City, State Zip:			
Please specify how you will be paying for this show order			
<input type="checkbox"/> Credit card on file		<input type="checkbox"/> Company Check, Check# _____	
<input type="checkbox"/> Use above credit card for all charges		<input type="checkbox"/> Money Order, Check# _____	
Orders received without payment will not be processed until payment is received.			
Note:			
<ol style="list-style-type: none"> Advance Order Pricing: Full payment, including sales tax must be received by the deadline date above. Orders received within 15 days of the 1st move-in day will be assessed at the On-site Price (this is not negotiable). Please make checks payable to the "Rochester Riverside Convention Center". If your organization is tax exempt, you must include your Tax Exempt form along with your order or you will be charged tax. Payments shipped by Federal Express or UPS, should be sent directly to the: Operations Department, 3rd Floor Administration Offices, Rochester Riverside Convention Center, 123 East Main Street, Rochester, NY 14604 			
Terms of Payment:			
<ol style="list-style-type: none"> Only cash, money order, approved credit card or company check are acceptable for floor orders. Credit card information, check, or money order must accompany order. Balance of outstanding charges must be rendered prior to close of show unless prior arrangements have been made with the Convention Center. Exhibitors with established credit will have a service charge of 1 1/2% per month (18% annum) on all charges not paid within 30 days of invoice. 			
<p><i>We have read, understand and agree to all terms described above and have advised our show site representative accordingly.</i></p>			
Exhibitor Signature: _____		Date: _____	
Please Print Name: _____			

Great Lakes Events LLC
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com

NACAC Rochester
March 17 – 18, 2024
Rochester Riverside Convention Center
Rochester, New York

IMPORTANT SHOW CLOSING GUIDELINES

Carefully read the following move out procedures to allow for an organized and safe move out.

- ◆ *All aisle carpet must be removed before any empty containers will be returned. Please allow ample time for this to do be done.*
- ◆ *It is the Exhibitor's responsibility to arrange for shipment of outbound freight from the show. Please notify your carrier of the designated carrier check in date and time.*
- ◆ *A bill of lading must be filled out and returned to the Great Lakes Events Exhibitor Service Desk for all shipments leaving the facility (including UPS and FedEx). Be sure to fill out one per destination.*
- ◆ *Be sure all outbound freight is clearly labeled. Complimentary shipping labels are available at the Great Lakes Events Service Desk. Any materials being shipped out FedEx and UPS must have the appropriate shipping labels; these will not be provided for you.*
- ◆ *All exhibitors must settle their account with Great Lakes Events before receiving a bill of lading.*
- ◆ *Great Lakes Transportation has been chosen as the recommended carrier of outbound freight for this show. A representative will be on-site to answer questions and arrange shipments.*
- ◆ *In the event that your carrier fails to check in by the designated deadline **MARCH 18, 2024 BY 12:30 PM** Great Lakes Events reserves the right to reroute your shipment via Great Lakes Transportation. Please note: After the deadline Great Lakes Events assumes responsibility for these shipments and the exhibitor assumes the responsibility for the shipping charges.*
- ◆ *Great Lakes Events strongly recommends that you stay with your materials until they are loaded onto your designated outbound carrier. Great Lakes Events is not responsible for any materials left unattended in your booth. Please take all necessary precautions when possible.*

YOUR COOPERATION DURING MOVE OUT IS GREATLY APPRECIATED

SHOW CLOSING